



DEFENSE MAPPING AGENCY

FY 85 - 89

JOINT MANPOWER
PROGRAM

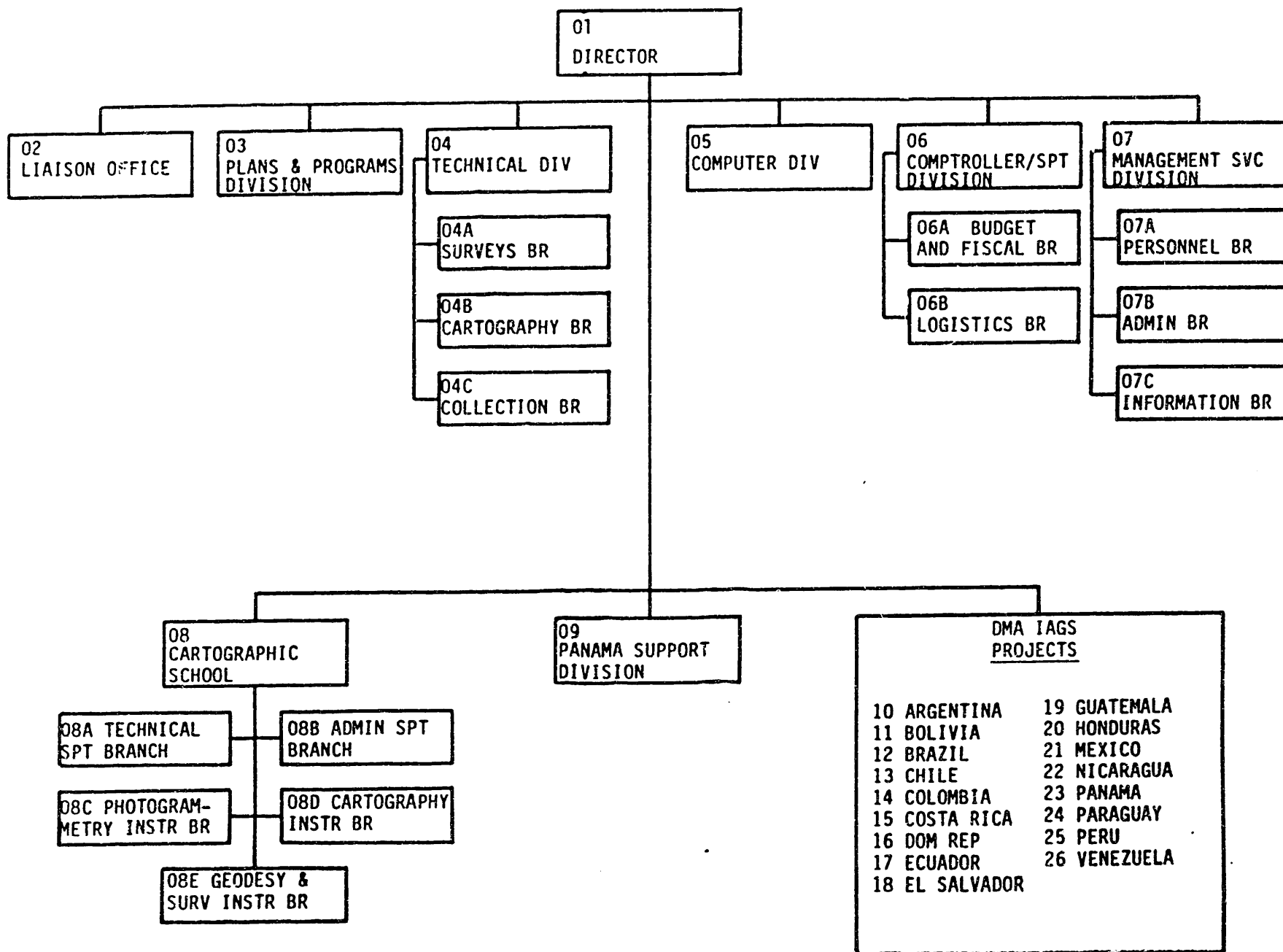
INTER AMERICAN
GEODETIC SURVEY

JOINT MANPOWER PROGRAM

PART I

ORGANIZATION AND FUNCTIONS

DMA INTER AMERICAN GEODETIC SURVEY



DEFENSE MAPPING AGENCY

INTER AMERICAN GEODETIC SURVEY

MISSION AND FUNCTIONS

MISSION. Satisfy validated DoD MC&G requirements in Latin America, principally through cooperative agreements with associate agencies. Act as the single point of contact of the U.S. Government in coordinating MC&G activities in Latin America to satisfy overall U.S. requirements. Assist Latin American cartographic agencies in becoming self sufficient and in executing MC&G production programs required for national planning and development of their respective territories.

FUNCTIONS.

1. Execute all aspects of DMA-Latin American Bilateral mapping agreements in behalf of the Director, DMA.
2. Encourage and support the appropriate Latin American government agencies in cartographic, geodetic and geophysical programs which will directly or indirectly satisfy DoD objectives.
3. Coordinate with the Pan American Institute of Geography and History, to foster standardization of cartographic, geodetic and geophysical equipment, procedures, products, and specifications.
4. Maintain a multinational training school to provide training in cartography geodesy and geophysics and to act as a forum for the transfer of technology relative to the entire spectrum of MC&G.
5. Coordinate with other U.S. Government Agencies to accomplish the acquisition of geographic, geodetic, cartographic, geophysical, aeronautical and nautical information in support of DoD and other U.S. requirements.
6. Coordinate with and support other U.S. Government and scientific agencies in Latin America who are engaged in MC&G and related activities.
7. Assist associate agencies of Latin America in cartographic, geodetic and geophysical activities which respond to and support their countries' programs of national development.

01 OFFICE OF THE DIRECTOR

MISSION. Direct and command the Inter American Geodetic Survey.

FUNCTIONS.

1. Provide technical advise to the Director, DMA and CINC, USSOUTHCOM on Latin American mapping and charting activities.
2. Act as the single point of contact for the U.S. Government in coordinating geodetic and cartographic activities within Latin America.
3. Provide plans, policies, Procedures and command supervision of IAGS activities to fulfill IAGS responsibilities.
4. Coordinate IAGS activities for mission support of USSOUTHCOM military components.
5. Support MC&G programs regionally to satisfy DoD requirements.
6. Provide technical direction, guidance and coordination to the various field projects.
7. Review and supervise technical content of courses presented at IAGS Cartographic School
8. Establish and maintain high level technical contacts with appropriate U.S. and foreign mapping organizations.

MISSION. Represent the Director IAGS and provide assistance in Joint Actions between IAGS, Headquarters, Headquarters DMA, DMA components and other U.S. Government agencies, as required, on matters relating to the overall mapping community and on specific matters involving coordination between IAGS and those agencies.

FUNCTIONS.

1. Represent the Director IAGS at meetings with DMA staff elements.
2. Coordinate activities with the principal center, DMAHTC, with which IAGS has complimentary programs.
3. Coordinate and follow through on IAGS and associate agency requests for Geodetic Data Reduction Programs, schedules, cartographic products, aerial film and photo duplication.
4. Coordinate TDY support from DMAHTC to IAGS and associate agencies.
5. Arrange for visits from officials of Latin American associate agencies, to include transportation, lodging and escort duties.
6. Represent IAGS at PAIGH, ASP, ACSM, etc. MC&G conferences, symposia and seminars normally held in the Washington, D.C. metropolitan area.
7. Arrange for visits and training of IAGS and associate agency personnel at US Government agencies in the Washington, D.C. area.
8. Transmit and follow-up on special requests regarding Remote Sensing Programs with agencies such as USGS, NOAA and the Inter American Development Bank.
9. Coordinate with NOAA on TDY visits to tide gauge stations in Central and South America which are part of the Seismic Sea Wave Warning System.
10. Maintain contact with Department of State, and all Latin American Embassies to expedite the processing of official passports and the issuance of official visas.

MISSION. Develop and implement the DMA IAGS Program. Translate DoD and DMA objectives and requirements into programs that yield optimum return to DMA and to the host country agencies. Provide staff support to the Director IAGS. Coordinate with the DMA components, other U.S. Government agencies, international and other organizations on common plans and programs.

FUNCTIONS.

1. Provide staff management and control over short and long range programs.
2. Assign and review priorities of the various programs to ensure requirements are satisfied.
3. Provide guidance and direction to Project Offices and to the Cartographic School for the preparation or revision of plans and programs.
4. Prepare the component's mid-range DROP and short-range POM.
5. Allocate resources and identify requirements for accomplishment by other IAGS elements.
6. Assist and support the Developmental Mapping Program which is carried out by the associate national mapping agencies.
7. Manage satellite remote sensing programs and coordinate between U.S. and IAGS associate agencies engaged in the discipline.
8. Coordinate and manage the nautical and aeronautical charting programs that develop in the associate national agencies.
9. Prepare studies, reports and briefings required by Headquarters DMA and by the Director IAGS.
10. Serve as the IAGS point of contact for all coordination required with other DMA components.
11. Serve and assist the PAIGH in coordinating activities of the 1:250,000 Hemispheric Mapping Program.

MISSION. Provide essential technical support to cooperating Latin American countries in the production, processing and collection of geodetic, cartographic, and geophysical data and other map products.

FUNCTION.

1. Provide the geodetic, geophysical, field survey, cartographic, photogrammetric, and related technical activities to support to IAGS projects and conduct those technical activities which exceed IAGS project capabilities.
2. Provide assistance on technical matters to the headquarters, IAGS projects, IAGS Cartographic School, and to the Associate Latin American agencies in geodetic, geophysical, field survey, cartographic, photogrammetric and all related services activities.
3. Review all technical plans, programs and special projects to determine feasibility.
4. Prepare plans, programs and budgets for special international geodetic and cartographic projects or for national projects which exceed IAGS project capability.
5. Monitor all technical activities of projects and recommend solutions to technical problems which materially affect IAGS policies or accomplishment of, program objectives.
6. Maintain personnel and staff proficiency in techniques and equipment and recommend the adoption of improved techniques and purchase of new equipment to reduce costs and expedite accomplishment.
7. Provide guidance for on-the-job training and technical instructions for the implementation of procedures, installation, operation and maintenance of equipment.
8. Maintain liaison with U.S. and international technical mapping agencies to obtain information on new equipment and procedures in geodesy, geophysics, cartography and photogrammetry for possible application to Latin America.
9. Provide for the collection, evaluation and dissemination of geodetic, geophysical and cartographic source data. Coordinate this program with U.S. agencies such as Department of Defense, Department of State, Department of Interior and Department of Commerce.
- 10 Provide technical assistance for national and regional development mapping programs.

MISSION. Provide technical support to associate Latin American cartographic agencies in geodetic, geophysical, supplemental map control and field classification operations.

FUNCTIONS.

1. Coordinates and conducts field surveys required for satellite tracking programs, and is responsible for geodetic, geophysical and supplemental map control and field classification operations in Latin America.
2. Monitor all special mission satellite tracking programs, satellite geodetic, conventional geodetic, geophysical, supplemental map control and field classification operations in the IAGS projects and recommend solutions to problems which materially affect IAGS policies or accomplishment of program objectives.
3. Plan, program, coordinate, direct and report satellite tracking operations, geodetic, geophysical surveys which exceed the capabilities of the IAGS projects and collaborating agencies.
4. Maintain proficiency in Doppler, conventional geodetic and Geophysical equipment and techniques. Recommend the purchase of new survey instruments and the adoption of new methods.
5. Provide guidance, training and technical instruction to IAGS projects, Cartographic School, and associate agencies on the installation and operation of Doppler, conventional geodetic and geophysical equipment.
6. In conjunction with the National Ocean Survey, monitor the Pacific Tsunami Warning System as it pertains to Mexico, Central and South America.
7. Monitor the distribution, utilization and maintenance of Doppler, conventional geodetic and geophysical equipment assigned to IAGS projects and associate agencies.
8. Monitor and assist the IAGS Cartographic School in developing course objectives and review technical content of survey courses to be incorporated into the school curriculum.

MISSION. Provide technical support to associate Latin American cartographic agencies for cartographic and photogrammetric mapping operations.

FUNCTION.

1. Monitor all photogrammetric, cartographic, reproduction and aerial photography operations in the IAGS projects and recommend solutions to problems which materially affect IAGS policies or accomplishment of program objectives.
2. Plan, program, coordinate, direct and report cartographic and photogrammetric operations which exceed capabilities of field projects and associate agencies.
3. Maintain proficiency in cartographic, photogrammetric, reproduction and photographic equipment and techniques. Recommend purchase of new equipment and adoption of new techniques.
4. Provide technical guidance, training and instructions to IAGS projects, Cartographic School associate agencies on installation and operation of cartographic, photogrammetric, reproduction and photo lab equipment.
5. Monitor distribution, utilization and maintenance of cartographic, photogrammetric and production equipment assigned to IAGS projects and associate agencies.
6. Provide guidance and assistance to associate Latin American agencies in quality control and assurance programs.

MISSION. Collect and distribute all geodetic, cartographic, geophysical data and other map products produced in Latin America.

FUNCTIONS.

1. Provide guidance and assistance to headquarters elements on the coordination of the IAGS geodetic, geophysical and cartographic data collection programs.
2. Provide technical guidance to the Technical Division Chief, to IAGS projects and to associate agencies in the collection, evaluation and reporting of cartographic and geodetic source data, photography and classified data handling procedures.
3. Review, analyze and prepare consolidated reports on organization and capabilities of associate mapping agencies.
4. Receive, redistribute, record and retrieve geodetic, geophysical, cartographic and related data collected under the bilateral mapping agreements.
5. Issue data collection reports indicating status of cartographic, geophysical, geodetic and related data. Maintain updated inputs to this report through automatic data processing.
6. Assist in preparing data collection portion of IAGS input to all new or revised mapping agreements between IAGS and associate agencies.
7. Provide security guidance to the Director and Staff, IAGS. Safeguard classified documents within IAGS in compliance with DoD Information Security Program Regulation 5200.1R.
8. Develop and administer a program for physical and personnel security.

MISSION. Responsible for the management and effective use of all ADP resources that support the mission and policies of DMA IAGS. Provide specialized support for IAGS Headquarters and Cartographic School and for the associate Latin American mapping agencies in matters relating to existing and planned MC&G and Management-oriented computer activities.

FUNCTION.

1. Maintain a depository of highly specialized, mathematically-oriented programs and systems which standardize the methods of performing highly complex MC&G adjustments and computations; install these programs and systems, and instruct in their usage for DMA IAGS and the associate agencies.
2. Provide consulting, advisory and research services to DMA IAGS and the Latin American associate agencies on geodetic/cartographic reduction processes, equipment and systems with the aim of standardizing methods, consistent with available technology.
3. Provide technical expertise and advisory support in the areas of automated digital cartography, geophysics, geodesy and photogrammetry.
4. Research, evaluate and recommend hardware/software which has application in the scientific area.
5. Assist in maintaining a useful, beneficial line of communication with DMA IAGS and its associate agencies, to help the Division meet its objective of ensuring that IAGS receives maximum return on its computer-related investments.
6. Maintain currency with the advancement of computer technology.
7. Develop plans and provide recommendations for the use of computer technology in those technical and administrative areas where research and analysis has shown that usage of computer technology would enhance the ability of DMA IAGS to meet its mission responsibilities.
8. Evaluate hardware/software which is (or becomes) available commercially and through government sources for adequacy, when research and analysis has shown that usage of such hard/software could be put to cost-effective beneficial use by DMA IAGS.

MISSION. Responsible for financial management, programming, budget, management analysis, and the complete range of logistical support.

FUNCTIONS.

1. Perform all activities related to formulation and execution of IAGS annual budget and programs, fiscal and accounting activities, internal review, and management functions, internal control surveillance and reviews, and fiscal and accounting guidance and coordination.
2. Review programs subject to mutual support. Plan and negotiate interservice support agreements between IAGS and other U.S. Government agencies. Monitor and maintain liaison necessary for the execution of this activity.
3. Coordinate assembly of required data, and prepare IAGS input to Program Objectives Memorandum (POM) and DMA Resources Operating Program (DROP).
4. Review USAID Project Implementation Order/Technical Services (PIO/T) and Participating Agency Service Agreements (PASA) for conformance with regulations and assure IAGS has the ability to execute their contents. Prepare agreements and coordinate the lease/loan of equipment. Acquire and arrange for shipment of material approved for sale to associates under the foreign military sales (FMS) program.
5. Monitor all aspects of the financial status of IAGS operations to ensure that resources available are fully utilized in accordance with approved plans, without exceeding prescribed limitations.
6. Review input from projects, Cartographic School, and DMAHTC San Antonio Office, and coordinate with Plans and Programs Division to develop annual and long range logistics plan in support of cooperative mapping programs.
7. Develop and recommend IAGS logistics policies and procedures and monitor implementation. Responsible for the full range of logistical support to all DMAIAGS and the DMAHTC San Antonio Field. Support includes acquisition and distribution of supplies and equipment; maintenance, repairs, and minor alterations of facilities and equipment. Plan and administer all services relative to travel and transportation of personnel and equipment. Procure services: Monitor and coordinate safety and fire inspection services, and report thereon.
8. Maintain a program for development of logistical self-sufficiency in associate agencies.
9. Schedule and supervise periodic audits and inspection of financial, supply, and maintenance operations of IAGS projects, the Cartographic School, and the Panama Support Element. Assist in developing improved procedures and controls.
10. Coordinate all audits by the GAO, OSA, etc., to include development of replies to findings and recommendations and monitoring corrective action.
11. Serve as Telephone Control Office for the Headquarters Element coordinating requirements with the US Army Communication Command (USACC) and implementing policies and procedures for the Director.

MISSION. Develop, present and execute DMAIAGS budget estimates, for Operations and Maintenance, Procurement, and other appropriated funds as required Implement accounting controls and interface with the standard AF Accounting System. Monitor DMAIAGS fiscal activities relating to IAGS programs, progress and status. Develop information for the Budget Advisory Committee, Equipment Review Group, Director, and other offering recommendations and solutions to financial and manpower problems.

FUNCTIONS.

1. Develop IAGS input to DMA budget estimates, Operating Budgets, Budget Execution Reviews and the Defense Mapping Program. Maintain continuous review of requirements, and adjust programs to meet changing conditions.
2. Develop budget estimates for all reimbursable and FMS programs. Monitor programs to ensure effective utilization of funds, extract cost data and permit internal audit of records. Prepare reimbursement billings, transfer adjustment vouchers, collection vouchers and request for information on unidentified vouchers.
3. Assist Director and senior staff by providing reference materials and background information on previous decisions and interpretation of internal policies and directives.
4. Initiate correspondence for appointing, terminating and reporting of project personnel assigned as sub-cashiers to U.S. Embassy, cashier, contracting officers, and civilian payroll certifying officers and for establishing cash authorizations for sub-cashiers. Assist IAGS project personnel in the preparation of vouchers and fiscal reports.
5. Coordinate and monitor the Internal Control Surveillance and Review Program: Develop and maintain internal review procedures and conduct financial reviews as necessary.
6. Monitor activities related to preparation and processing of vouchers and fiscal accounting and review all obligation documents on a periodic basis. Prepare check payment vouchers for IAGS miscellaneous expenses, such as payment for Latin American Cooperation activities. Maintain control accounts for Distribution of Latin American Cooperation Funds. Prepare Latin American cooperation vouchers for Director's signature.
7. Receive and process applications for passports and Visas, prepare travel orders schedule passenger movements on commercial and military aircraft, issue Government Travel Requests and obtain tickets, obtain entry and exit permits, and arrange reservations.

MISSION. Plan, coordinate, and manage the complete range of logistical support. Implement the acquisition, receipt, storage, and accountability of all expendable and non-expendable material. Provide safety functions, facility and communications requirements and interface with servicing activities of the Army and Air Force. Develop and manage vehicle maintenance and replacement program. Provide or arrange for all the transportation required by the IAGS.

FUNCTIONS.

1. Maintain IAGS property accounts. Responsible for acquisition, receipt, storage and issue of all supplies and equipment, for both the IAGS and the DMAHTC San Antonio Field Office (SXO), to include Foreign Military Sales (FMS) to associate agencies.
2. Develop forecasts for supply requirements and plan procurement actions compatible with availability of funds and operational needs.
3. Initiate and administer all reporting, maintenance, replacement, and new acquisition requirements for automotive, communication and non-technical equipment assigned to IAGS.
4. Establish and maintain, as required, supply points for repair cycle assets used by the DMAHTC San Antonio Field Office (SXO) and the DMAIAGS Panama Support Element Maintenance Activity.
5. Responsible for the preparation and monitoring of all lease loan agreements between DMA and associate agencies. Coordinates preparation and monitoring of DMA Form 4130-3-R (Hand Receipts) for equipment used by associates on short term basis (DMA Manual 4004-2)
6. Coordinate and obtain packing, crating and transportation support from SXO, Fort Sam Houston, DMAAC, Military Airlift Command (MAC), and others. Provide packing and mailing services for small items on demand.
7. Responsible for preparation and certification of hazardous materials for Military Air shipment.
8. Determine, through user reports and observations, repairs, maintenance, or minor alterations required to facilities and installed utilities and communications equipment. Submit work requests, coordinate and maintain follow-up to assure timely completions.
9. Monitor the Safety program.
10. Coordinate and arrange all local transportation requirements for HQ, IAGS elements.
11. Provide full range of custodial and self-help services for IAGS facilities at Ft. Sam Houston.

MISSION. Develop, administer and evaluate a full range of comprehensive programs for civilian and military personnel management and manpower management. Provide all general administrative and mail services of organization. Plan and conduct the IAGS Public Information Program.

FUNCTIONS.

1. Staff advisor to the Director on matters pertaining to management.
2. Plan, provide, direct and administer a comprehensive civilian personnel management program for a workforce composed of U.S. citizen and local national employees located in Panama, the CONUS, and the Central and South American countries.
3. Serve as Director's representative to the Panama Area Policy Board (PAPB) presenting DMA IAGS' position on all Board matters.
4. Implement policy directives and disseminate military personnel management information to the field.
5. Develop and maintain rapport with labor unions and other employee organizations. Serve as management representative in consultations with unions and other organizations on identified problems.
6. Serve as Action Office and Program Administrator for Civilian Personnel Alcohol & Drug Abuse Program; arrange for and participate in counseling and guidance seminars.
7. Administer the Public Information and Community Relations Program of IAGS.
8. Perform internal audit and evaluation of personnel management programs to ensure that actions are in compliance with regulatory and procedural controls.
9. Responsible for Manpower Management and Position Management in DMAIAGS. Prepare Joints Manpower Documents.(JMP) documents. Represent IAGS in actions related to manpower surveys. Maintain updated EJTD. Review manpower authorizations to insure most efficient use of positions.

MISSION. Plan, provide, and administer a comprehensive Civilian Personnel Management Program for the total IAGS workforce.

FUNCTIONS.

1. Implement policy directives and disseminate personnel management information to the field.
2. Develop and administer IAGS recruitment and merit staffing programs; coordinate recruitment requirements for CONUS personnel. Develop and implement special programs for disabled, mentally restored, handicapped, retarded individuals and disabled veterans; apprentices, learners, worker trainees, student hires and dependents. Propose special qualification standards and coordinate special employment programs with Central Examining Office (CEO), in Panama, Administer the Federal Equal Opportunity Recruitment (FEORP) Program.
3. Administer the position classification/wage administration program. Provide technical assistance and advice on these matters to comply with PAPB, CEO, OPM, DoD and DMA policies, standards and guidance. Advise staff personnel, managers and supervisors in the establishment and maintenance of sound position and organizational structures. Coordinate with U.S. Department of State in development and issuance of wage schedules applicable to local national personnel employed by IAGS projects in Central and South American countries to conform with local labor laws and customs.
4. Develop, coordinate and administer the employee training and development program for DMAIAGS personnel only. (Does not include training of Latin students by the Cartographic School.) Consult with other Federal Agencies and coordinate sharing of resources to meet common special training needs.
5. Analyze trends in recruitment (for shortage category or hard to fill occupational areas), retirement or proposed reorganizations to resolve existing or projected problems.
6. Evaluate effectiveness of employee-management communication and provide required training or orientation to DMAIAGS employees.
7. Provide assistance to employees and dependents in matters of eligibility for benefits and service.
8. Administer the Incentive Awards Program to achieve a balanced use of incentive awards and recognition. Develop and maintain DMAIAGS Suggestion Program.
9. Provide and maintain personnel strength and accountability reports.
10. Advise Management on employee grievances, disciplinary and adverse actions and review proposed disciplinary actions, grievances and appeals for propriety. Monitor rendition of decision notices.
11. Maintain the automated Personnel Data System-Civilian (PDS-C) Data Bank. Design DESIRES and retrieve personnel management data & statistics for use by managers and supervisors. Provide reports and updates through the PDS-C/Manpower and Financial System Interfaces

MISSION. Provide the full scope of administrative services to all major elements of the IAGS.

FUNCTIONS.

1. Review administrative publications, instructions, notices, etc., to determine their effect upon existing administrative procedures and regulations. Conduct studies and make recommendations for improvement of administrative procedures.
2. Plan and direct a comprehensive administrative service program to include: forms, publications, records, mail and correspondence management.
3. Perform all actions related to the administration of military personnel coordinating same with the Deputy Director, Panama: the 193d Inf. Bde. Panama; DMAHTC/POM and the Military Personnel Office, Fort Sam Houston. Prepare SIDPERS for military personnel of HQ IAGS.
4. Proponent of all IAGS administrative regulations; provide orientation and management of the Privacy Act.

MISSION. Plan and conduct a Public Information program that provides positive publicity reflecting the mission of DMA IAGS and promotes harmonious relations with cooperating Latin American nations.

FUNCTIONS

1. Conduct the Public Information and Community Relations Program of IAGS including: writing feature articles, speeches, releases, scripts, brochures, etc. for domestic and Latin American agency publications; publishing bimonthly house organ for IAGS personnel; program and develop materials for exhibits.
2. Prepare graphics for specific briefings and displays to be presented by the Director, other senior officials, project directors or cartographic representatives.
3. Provide non-technical editorial reviews of papers intended for public release and coordinate policy review.
4. Administer a protocol program for distinguished foreign visitors and VIP's. Coordinate the Director's attendance and participation in official functions.
5. Establish and maintain the IAGS Historical File and Biographical Data File.
6. Monitor and coordinate the IAGS responses required by the Freedom of Information Act; reporting to HQ DMA-PA as required.
7. In coordination with HQ DMA/PA, participate in the overall DMA Public Affairs Program.

CARTOGRAPHIC SCHOOL

MISSION. Provide training to Latin American students in basic, advanced and new technology as concerns the disciplines of mapping, charting, and geodesy (MC&G) and other closely related disciplines pertaining to acquiring and processing geographic information.

FUNCTIONS.

1. Provide through training programs, the interface between Latin American and the U.S. agencies in the transfer of new MC&G technology.
2. Review requirements and provide assessment of technologies desired by the Latin American MC&G communities. Once approved and subject to availability of resources, present orientations, symposia or seminars in this new technology; and if associate agencies require, provide technical level training.
3. Develop new course material required to present basic, advanced and new technology courses.
4. Operate the Cartographic School with the maximum efficient and effective use of assigned resources.
5. Plan, program, budget and coordinate training of Latin American students in response to their agencies' requirements.
6. Advise and assist IAGS Projects, the Agency for International Development, and the US Army Security Assistance Agency for Latin America (USASAALA) regarding training of Latin American students at the Cartographic School under their respective auspices.
7. Administer and present special courses of instruction, symposia or seminars in coordination with other elements of IAGS, DMA or other Government agencies.
8. Manage and operate an automated data processing facility for use in computer science, automated cartography and photogrammetric instruction.
9. Operate and serve as custodian of the Cartographic Students' Association Fund. Advise and assist students with schooling or personal problems.
10. Maintain School facilities and equipment.
11. Provide program management and execution for the preparation of classroom supplement, audio-visual materials and programmed instruction.

TECHNICAL BRANCH

MISSION. Serve as the focal point for the introduction of new technology to the Latin American associates. Provide an interface between new MC&G technology and the Latin American MC&G institutions' needs. Recommend new technology that should be introduced into the Cartographic School curriculum. Develop Cartographic School long-range planning and resource documents. Prepare and present introductory courses and seminars in new technology. Coordinate with Instructor Branches for the training of Instruction Branch personnel and acquisition of equipment. Manage the

Automated Data Processing Center and maintain automated cartographic and photogrammetric equipment.

FUNCTIONS.

1. Review requirements and provide an assessment of technologies desired by Latin American MC&G agencies.
2. Provide the interface between Latin America and the United States in the transfer of new MC&G technology.
3. Prepare long - and mid-range plans, resource and budget documents for School Modernization.
4. Responsible for the preparation, in conjunction with the Instruction Branch, of the curricula, School catalog and special brochures.
5. Recommend and develop new technology course outlines, together with the Instruction Branches, arrange training of instructor staff and acquisition of equipment Evaluate impact of instruction on Latin American MC&G institution
6. Manage and operate the DMA IAGS Cartographic School Computer Center.
7. Maintain the Cartographic School electronic equipment installed in the computer center and used for automated cartographic and photogrammetric instruction.
8. Provide coordination with universities, U.S. Government agencies and international organization for the presentation of co-sponsored courses in the Cartographic School.

08B ADMIN BRANCH

MISSION. To provide all administrative support including translation and interpretation, operation and maintenance of facilities, billeting, school library, clerical and reproduction; student matriculation services and records and coordination of the Cartographic School Students' Association. Maintain Cartographic School personnel records and time cards. Provide logistical and personnel interface between the School and the U.S./Panama elements who service DMA IAGS.

FUNCTIONS.

1. Promulgate course announcements; receive and assign course subscription, adjudicating priorities of allocations when necessary.
2. Arrange for international travel reservations for DMA IAGS employees and students, locate transportation, billeting issuance of identification and privilege cards; advise students on medical care. Handle all other administrative matters pertaining to the arrival, stay and departure of students.
3. Prepare students' travel itineraries and vouchers for subsistence payments when such support is needed by the sponsoring agencies.
4. Provide translation, interpretation and affiliated language services for the School. Provide interpreter escort services for visitors when required.

5. Operate the IAGS Student Reference Library.
6. Provide Spanish-language technical reference documents (manuals, instructions, pamphlets, etc.) in support of the needs of the IAGS projects and the associate Latin American cartographic/geographic agencies.
7. Serve as 193rd Infantry Brigade Billeting Manager and Custodian for the School's student dormitories.
8. Maintain attendance and training records on all students, reporting same to their parent agencies when required.
9. Assist students in maintaining liaison with their diplomatic representatives in the Republic of Panama.
10. Plan and organize official functions and recreational activities for the students. Provide custodian services and coordination for the Cartographic School Students' Association.

08C PHOTOGRAMMETRY INSTRUCTION BRANCH

08D CARTOGRAPHY INSTRUCTION BRANCH

08E GEODESY AND SURVEYS INSTRUCTION BRANCH

The Mission and Functions of each branch are identical as follows:

MISSION. Provide instruction to Latin American students, in Spanish, in basic advanced and new technology as concerns the disciplines of Photogrammetry and Remote Sensing, Cartography and Photographic Sciences, Geodesy and Surveying, and other closely related disciplines pertaining to acquiring, processing and obtaining geographic information.

FUNCTIONS.

1. Develop, in conjunction with the Technical Branch, curricula, texts, training material and courses in new MC&G technology.
2. Develop and maintain new course material required to present the basic and advanced MC&G courses.
3. Provide instruction to the Latin American students, in Spanish, including the evaluation and examination of these students to assure successful completion of training objectives.
4. Prepare, in conjunction with the Technical Branch, the School's course curriculum.
5. Provide in-country training in basic, advanced and new technology upon request of the Latin American MC&G agencies.

MISSION. Provide administrative, technical and logistical support to the IAGS Cartographic School; to IAGS projects in Latin America; to DMA component activities in the Panama area as well as to IAGS personnel attached for specific purposes or on temporary duty in the Republic of Panama.

FUNCTIONS.

1. Provide administrative technical and logistical support to all IAGS activities in Panama. Support includes civilian personnel services, vehicle maintenance, housing communications, transportation, education, legal, medical, finance, payroll and postal services and data processing. Provide other services, such as imprest fund cashier, contracting officer, and accounting, mail service, security management, classified document control and other similar services.
2. Operate scientific and electronic instruments and equipment repair facility which services the IAGS Cartographic School and IAGS projects.
3. Maintain and operate the IAGS radio network linking the Panama area with all IAGS project offices and with the IAGS Headquarters in CONUS.
4. Administer and monitor Inter Service Support Agreements entered into with the host command.

MISSION. Coordinate and manage the DMA IAGS portion of the DoD Mapping, Charting and Geodesy program in each Latin American country where there exists a bi-lateral mapping agreement with the United States. Assist the associate MC&G agencies in implementing joint programs to meet both DoD and their national objectives. Collect geodetic, cartographic and geophysical data as required.

FUNCTIONS.

1. Direct IAGS technical in-country operations in the fields of geodesy, cartography and geophysics for fulfillment of Department of Defense and Defense Mapping Agency policy guidance and of international MC&G agreement stipulation.
2. Coordinate U.S. Government geodetic, cartographic and geophysical activities within the country. Assist U.S. Embassy in program coordination and monitorship of portions of U.S. loans or grants requiring MC&G support.
3. Provide advice and assistance to national MC&G agencies and encourage them in the enhancement of MC&G programs for the mutual benefit of theirs and DoD's objectives.
4. Coordinate the technical training of national employees and general development of national MC&G agencies to assist them in becoming and remaining self-sufficient, productive agencies.